

The Alabama Career Center System

thanks you for choosing Alabama Job Link for your employment needs.

First, read the **AJL Registration Instructions** carefully to save time.

Enter the website: <https://www.joblink.alabama.gov>

Click on Create a Job Seeker Account to go to the New Account Creation for Jobseeker page.
Enter an e-mail address for added options. Complete all fields and press SUBMIT and you will be directed to the Welcome page. *You have only created an account.*

To register:

Click CONTINUE to go to My Home- Your User Name page

Click in the upper left side of the page on **REGISTER WITH JOB SERVICE** *and read pages:*

Equal Opportunity Statement –Click the VERIFY button at the bottom of the page.

Registration Information – Pay special attention to the last sentence. Click YES to continue or NO to stop. If you click NO, **you will not** be registered with Job Service.

Authorization to Obtain Information –Input User ID and Password at bottom of page and Click **START REGISTRATION**.

Complete fields and click SUBMIT at bottom of page to save information.

Click CONTINUE on the Registration page.

Click CONTINUE to go to the Work History page.

Click ADD WORK HISTORY and complete all areas,

or, if you have none, click NO PRIOR WORK HISTORY to add a career objective because all Registrants need to have a career objective indicated.

To complete your registration, you must have work history with a career objective OR no prior work history with a career objective.

Click CONTINUE to do a Keyword Search for your job interest...*warning... you lose information if you do not do this.* At bottom of the page, enter job title/objective and click SEARCH.

Choose a job title and click ADD TO WORK HISTORY or CREATE OBJECTIVE to the right of the job title.

Your registration is complete, but, you still need to click Preferences and E-Mail to set options.

Review your resume when finished to know what prospective employers see when search for employees. Click LET ALABAMA JOBLINK GUIDE YOU to upgrade your resume.

Now that you are registered, you can search for jobs and list the job number of those you match qualifications with. Please limit your requests to 3 per day; however, **if** you search while in the Resource Room, be sure to stay and see an interviewer to get a referral letter.

Explore this new system and remember your Resource Room professional is there to assist you at any time.